

Procedure: <i>Audit Report</i>	
Issue Date: May 5, 2000	Standard ID: <i>S-QA-110</i>
Supersedes: April 4, 2000	Rev/Change 2.0

1. Purpose: To report the results of the Quality Audit to management.

2. Creating Procedures:

P-QA-070 - Quality Assurance Audits

3. Contents:

- a) ***Project Audited:*** the name of the project that was audited
- b) ***Audit Date:*** the date the audit was conducted
- c) ***Type of Audit:*** the type of audit held (project, process)
- d) ***Auditor:*** the person(s) conducting the audit
- e) ***Audit Nonconformances:*** list the Corrective Action Requests issued and the area/function/procedure they were written against. The CAR(s) should be attached to the report.
- f) ***Observations:*** any issues noted that are of concern but not actual nonconformances. Note any positive or outstanding practices that were observed.
- g) ***Summary:*** brief closing summary of the audit. Describe, briefly, the CAR process and the follow up process
- h) ***Signature and Date:*** sign and date the report
- i) ***Distribution:*** fill in applicable names

4. Format:

Following Page

5. Notes: N/A

AUDIT REPORT

Project Audited: _____

Audit Date: _____

Audit Type: _____

Auditor: _____

Audit Nonconformances:

Observations:

Summary:

Distribution:

QA Mgr. _____

Signature: _____

Date: _____

Project Mgr. _____

Other: